

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

<u>POSTING NUMBER:</u>	HR-0181	<u>ISSUE DATE:</u>	October 15, 2015
<u>TITLE:</u>	Program Specialist 2	<u>CLOSING DATE:</u>	October 29, 2015
<u>DIVISION/UNIT:</u>	Housing & Community Resources/ Community Services Block Grant		
<u>LOCATION:</u>	101 South Broad Street Trenton, NJ 08625	<u>SALARY RANGE:</u>	P21: \$51,529.95 - \$72,953.46
<u>POSITION(S):</u>	3	<u>DISTRIBUTION:</u>	STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the limited supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, or in a local jurisdiction, takes the lead over professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree

EXPERIENCE:

Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE:

Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE:

A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- ___ A promotable eligible exist within the unit scope.
- ___ A promotional or open competitive list exists.
- ___ Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0181
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer